

**Stark County Board of Developmental Disabilities
Board Meeting
March 22, 2016
Minutes**

Call to Order:

A meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, March 22, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:00 p.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Recording Secretary Roger Gines
Carlene Harmon
Richard Hoffman
Larry Marcus
Rebecca Stallman

None

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Diana Lashley, Manager of Health & Therapy Services
Tammy Maney, Early Childhood Director
Emily Martinez, Director of SSA/Investigative Services
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Connie Poulton, Director of Human Resources
Randy Rhodebeck, Director of IT
Mike Seaman, Director of Adult Services

In Memoriam:

A moment of silence was observed for the following: Ronald (Ron) N. Gass, he is the father of Lisa Parramore, Communications Manager; Ronald S. Mizner, he is the father of Tara Mizner, an Occupational Therapist at Eastgate; Jacqueline (Jackie) Marie Upperman, she received SSA services and retired from the Stark County Board of DD day program; Patricia (Tricia) Clare Sober, she received SSA services, had attended the Stark County Board of DD day program, and most recently attended GentleBrook; and Thomas Glen Williams, he received SSA services, was a graduate of Southgate School, and attended the Community Connections day program.

Minutes of the Previous Meeting:

President Dan Sutter requested a motion for approval of the Board Meeting minutes of February 23, 2016.

Roger Gines moved for approval. Larry Marcus seconded.

The Board duly adopted.

Developmental Disabilities Awareness Month Presentation and Recognitions

Lisa Parramore, Communications Manager, presented the activities and recognitions for Developmental Disabilities Awareness Month. The theme this year is "What's your story?" We started the month with the national movement of "Spread the Word to End the Word." This is to end the use of the word retarded or retardation in a derogatory way and have the new "R Word" be respect. We had our Special Olympics basketball teams take on our SSA staff. We are also part of a community art show. Michael Bair, from West Stark Center, is our spokesperson on the radio. We have extensive exposure on social media at no cost to the agency. We have eight billboards with our ambassadors displayed throughout Stark County along with four different ads in the Canton Repository and Massillon Independent. The following ambassadors in attendance were recognized: Christine Anderson, Higgins and SE-C; Simon Speelman, Eastgate; and Mary Haren, Just Imagine. Also recognized but not in attendance were: Michael Arndt, Jr., Special Olympics, and Michael Bair, West Stark.

Public Speaks:

None

President's Report:

President Sutter reported that on March 9, 2016, there was a DODD board member in-service training webinar. The webinar covered state data that is very important for DODD as well as for each county. It can be used for health and safety alerts, county trends and waiver allocations. At the county level, it provides real time data on our clients and can be used for benchmarking. It will be an important resource for developing our strategic plan.

Mr. Sutter reminded the board that the Arc Awareness dinner is coming up on Thursday, April 7, 2016, and the Annual Canton Regional Chamber of Commerce dinner will be on Wednesday, March 30, 2016.

A Special Board meeting will be held on Wednesday, March 30, 2016, at 12:00 p.m. The reason for the Special Board Meeting is to review and select a bid for the Whipple-Dale furniture and installation. If the Board waits until the next regularly scheduled Board meeting in April, the completion of the project will be delayed.

President Sutter thanked Lisa Parramore for her presentation for Developmental Disabilities Awareness Month and for all the ambassadors. We are looking forward to hearing more about "What's your story?" and all the events, activities and promotions for Developmental Disabilities Awareness Month. It is important for the Board to re-brand ourselves as we

move out of Medicaid direct services. We need to remind ourselves of our mission “to be the support that connects individuals and families with the services they need.”

Superintendent’s Report:

Superintendent Green explained that one of the biggest things we do as a board and as an agency is to assist people with disabilities have a good life. This past year we have worked even harder to make community connections. Superintendent Green then turned the meeting over to Mike Seaman, Director of Adult Services, so he could share some of the initiatives we have put into place since the beginning of the year.

Mike Seaman, Director of Adult Services, explained that when the decision was approved to consolidate three workshops into two, in late 2014, a process began that focused on evaluating the impact of such a change on the individuals that we serve. During that process, two things emerged that seemed just the right thing to do in light of the fact that we have a renewed emphasis on community integration. Those two things, senior placement in community settings and the relocation of the Just Imagine store in the arts district downtown, all became a reality by January 2016. We currently have a seniors group at SarahCare and JRC Adult Day Center. Just Imagine is now on 6th Street in downtown Canton behind the Palace Theatre. Mr. Seaman introduced Bob Williams, Workshop Specialist II, and Debbie Smith, Workshop Specialist 1. They both work with our seniors in the community at the JRC Adult Day Center, which is located inside Trinity United Church of Christ. Bob Williams shared information on the activities at the senior center. We have eight of our individuals in this program. There are 64 seniors enrolled in the JRC Day Center program. Integration is going well.

Next, Mike Seaman introduced Therese Heitkamp, Training Coordinator for our SarahCare site and our Just Imagine store. Ms. Heitkamp shared information on the activities at both of these sites. At Just Imagine, we have nine individuals that attend fulltime and two that attend part-time. The art community and the community downtown have welcomed us and opened their arms to us. The individuals are becoming instructors to others. Across the street from Just Imagine, is SarahCare. There are seven individuals and they are part of 59 seniors that go to SarahCare. We are totally integrated.

Mike Seaman thanked the staff for making such a great commitment to all three of these sites. We have three very successful sites that are truly integrated, which is where we want to be. He also thanked the Board for their continued support as we move forward to more community integration.

Committee/Department/Other Reports:

- A. TWi Board Meeting
Next meeting: April 14, 2016, at 6:00 p.m.
- B. Personnel Committee – Minutes in Board packet
Next meeting: April 22, 2016, at 3:00 p.m.
- C. Finance Committee – Minutes in Board packet
Next meeting: April 22, 2016, at 4:00 p.m.
- D. Ethics Council – No Meeting in February
Next meeting: April 26, 2016, at 5:45 p.m. (if needed)

Old Business:

None

New Business:

None

Presentation:

Lisa Parramore, Communications Manager; Beth Sutter; and Denise Frangos, Training Coordinator; gave a presentation about the Next Chapter Book Club (NCBC), which is a model community literacy program for people with intellectual disabilities. Beth Sutter explained that these people live “in” but are not always a part “of” their communities. NCBC was founded and is based at The Ohio State University Nisonger Center. NCBC is effective because of the reciprocal relationships among its three major components. Social interactions and social connectedness significantly enhance literacy and learning and are essential components of a vibrant community life. Lisa Parramore explained that in mid-February, we were able to bring a training session for NCBC to Stark County which included Stark DD staff, providers, advocacy support groups, family and friends. She thanked the board for funding the cost of the training. Everyone that attended the training can now train other facilitators for the program. Denise Frangos told the board about the West Stark book club that is meeting at Books-A-Million at The Strip and showed a video. Beth Sutter then explained what it takes to set-up a NCBC program. We are excited to be a part of enriching the lives of individuals with developmental disabilities in the Stark County area with this successful literacy program and look forward to launching many book clubs in the near future.

First Reading of Board Policies:

Connie Poulton, Director of Human Resources, gave the first readings on Policies 4.09, 4.41, and 4.61. Emily Martinez, Director of SSA/Investigative Services, gave the first reading on Policy 5.23. These policies will be presented during the April Board meeting for second reading and Board approval:

- Policy 4.09 Employee Reasonable Accommodation – Reviewed
- Policy 4.41 Compensatory Time – Reviewed
- Policy 4.61 Summary of Benefits and Coverage – Reviewed
- Policy 5.23 Employment First – Reviewed

Financials and Board Resolutions:

03-11-16: Operating Fund #071

A. Two Payrolls for February	\$1,594,306.33
B. Bills for Payment in February	\$ 808,469.09
Sub-Total	\$2,402,775.42

Payrolls for February	\$1,594,306.33
Bills for Payment in February	\$ 808,469.09
TOTAL	<u>\$2,402,775.42</u>

Richard Hoffman moved for approval of Resolution 03-11-16. Carlene Harmon seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that in revenues for February 2016, the federal funds jumped to \$3.1 million; \$2.5 million of that amount is a cost report settlement from a 2010 cost report. In expenses, under personal services, we had a payroll of about \$1.6 million. We had a premium holiday during the month of February so our benefit expenses were \$292,000. Total expenses for February were \$2.4 million. In other expenses of \$515,000, we are beginning to pay into escrow for the construction project and we also paid the construction company approximately \$127,000 during the month of February along with \$11,000 in escrow. There is a \$1.2 million net change in financial position due primarily to the \$2.5 million cost report settlement received during the month.

Our beginning year cash balance of \$34.9 million, backing out any prior year-to-date expenses paid in the current year, gave us an ending cash balance at the end of February of \$31.2 million. Our 2015 outstanding prior year purchase orders are at \$1.5 million. During the month of February, we did close almost \$75,000 of that dollar amount bringing our unencumbered cash at the end of February to \$11.7 million.

There was no activity in the capital fund during the month of February; \$82,797 was paid during the month of January and that activity continues to show. We have an unencumbered cash balance at the end of February of \$26,802.

During the month of February, there were two payrolls. We had a holiday pay on the first payroll. Some employees do not get paid for holidays so it was less than the second payroll. The week ending February 19, 2016, was when we had the escrow and construction contract payments. For the week ending February 26, 2016, we had some annual professional services contracts that were paid.

The Board duly adopted.

03-12-16: Resolution to approve the purchase of computers

Todd Frank moved for approval of Resolution 03-12-16. Roger Gines seconded.

Discussion:

Randy Rhodebeck, Director of IT, explained that this resolution is for approval of our annual computer replacement plan. The cost is not to exceed \$180,000. We have a four year replacement rotation in order to spread out the replacement cost and align with the warrantee program.

The Board duly adopted.

03-13-16: Resolution to approve Microsoft Three-Year Licensing Renewals

Carlene Harmon moved for approval of Resolution 03-13-16. Rebecca Stallman seconded.

Discussion:

Randy Rhodebeck, Director of IT, explained that this resolution is for approval to renew the licenses on our Microsoft products and services for the time period of April 1, 2016 – March 31, 2019. The cost is not to exceed \$72,000.

The Board duly adopted.

03-14-16: Resolution to approve the 2016 – 2017 Program Calendars

Richard Hoffman moved for approval of Resolution 03-14-16. Carlene Harmon seconded.

Discussion:

Tammy Maney, Early Childhood Director, presented information on the 2016-2017 Program Calendars that run from August 1, 2016 – July 31, 2017. Ohio Revised and Administrative Codes set the requirements for the number of days/hours we are to be in session. All calendars meet or exceed the requirements. Adult Services has 238 days scheduled; Early Intervention has 245 days scheduled for services delivery; and Preschool and School Age staff are scheduled to work 184 days. School Age no longer has a "number of days" requirement but instead has a number of hours schools must be in session. For kindergarten through sixth grade, it is 910 hours a year, and for seventh through twelfth grade, it is 1001 hours per year. All of our kindergarten through twelfth grade students are scheduled for 1087.5 hours. These additional hours allow us to have up to fourteen calamity days before we have to make up any time. All calendars were presented to both of the employee associations for their review and input in accordance to their respective contracts.

The Board duly adopted.

Second Readings of Board Policies:

Connie Poulton, Director of Human Resources, gave a brief summary of the following policies that were presented for second reading:

- Policy 1.06 Superintendent Performance Evaluation and Compensation – Reviewed
- Policy 1.07 Superintendent Succession Plan – Reviewed
- Policy 1.08 Board Policies and Procedures – Revised

03-15-16: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 03-15-16. Carlene Harmon seconded.

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Carlene Harmon moved for approval. Richard Hoffman seconded. The Board adjourned at 7:18 p.m.

The next Board meeting is scheduled for Tuesday, April 26, 2016, at 6:00 p.m.

**Stark County Board of Developmental Disabilities
Special Board Meeting
March 30, 2016
Minutes**

Call to Order:

A special meeting of the Stark County Board of Developmental Disabilities was held on Wednesday, March 30, 2016, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 11:57 a.m.

Roll Call:

Present:

Absent:

Board Members:

President Dan Sutter
Vice President Todd Frank
Recording Secretary Roger Gines
Carlene Harmon
Larry Marcus
Rebecca Stallman

Richard Hoffman
(Excused)

Also Attending:

Bill Green, Superintendent
Tim Beard, Buildings/Grounds Maintenance Manager
Leigh Page, CFO/Business Manager
Lisa Parramore, Communications Manager
Kathy Albright, Executive Assistant
Tom Bucka, Community

Board Resolution:

03-16-16: Resolution to accept bid(s) for Whipple-Dale office furniture purchase, relocation, and installation

Carlene Harmon moved for approval of Resolution 03-16-16. Roger Gines seconded.

Discussion:

Tim Beard, Buildings/Grounds Maintenance Manager explained that as part of the Whipple-Dale Centre renovation plan, new office furniture was budgeted in the amount of \$200,000 in the 2016 budget. The bid that was sought for the new furniture included the freight, the installation of the new furniture, and the moving and installation of existing furniture from North Place. By going out to bid in this fashion, the Board will benefit from quantity discount pricing versus purchasing individual work stations for planned SSA hiring through 2020. The Bid Conference was held at 10:00 a.m. on Monday, March 28, 2016, at the Whipple-Dale building. Two companies bid on the project: Temple Square Interiors, out of Akron, Ohio, with a bid of \$181,871; and Outsource Multiservice, out of New Castle, Pennsylvania,

with a bid of \$218,073. After a thorough review of the bids by Harris Day Architects, Temple Square Interiors was found to be the "lowest and best bid."

The Board duly adopted.

Adjournment:

Dan Sutter, Board President, requested a motion to adjourn. Larry Marcus moved for approval. Roger Gines seconded. The Board adjourned at 12:07 p.m.

The next Board meeting is scheduled for Tuesday, April 26, 2016, at 6:00 p.m.

Resolution Number 03-16-16

Upon recommendation of the Superintendent, and upon a motion by Carlene Harmon, seconded by Roger Gines, the Stark County Board of Developmental Disabilities authorizes the Superintendent, or designee, to accept the lowest and best bid of \$181,871.00 submitted by Temple Square Interiors, 796 North Main Street, Akron, Ohio 44310, for the new furniture including freight and installation of the new furniture and the relocation and installation of existing furniture from North Place.

Explanation and Rationale:

As a part of the Whipple-Dale Centre renovation plan, new office furniture was budgeted in the amount of \$200,000 in the 2016 Budget. The bid that was sought for the new furniture included the freight and installation of the new furniture and the moving and installation of existing furniture from North Place. By going out to bid in this fashion, the Board will benefit from quantity discount pricing versus purchasing individual work stations for planned SSA hiring through 2020. The Bid Conference was held at 10:00 a.m. on Monday, March 28, 2016, at the Whipple-Dale building. Two companies bid on the project and after a thorough review of the bids by Harris Day Architects, Temple Square Interiors was found to be the "lowest and best bid."

The vote resulted as follows:

Mr. Todd Frank	<u>Yes</u>	Mr. Larry Marcus	<u>Yes</u>
Mr. Roger Gines	<u>Yes</u>	Mrs. Rebecca Stallman	<u>Yes</u>
Mrs. Carlene Harmon	<u>Yes</u>	Mr. Daniel Sutter	<u>Yes</u>
Mr. Richard Hoffman	<u>Absent</u>		

Certificate

I, Roger Gines, Board Secretary, hereby certify that this resolution was duly adopted by the Stark County Board of Developmental Disabilities at a meeting duly held on the 30th day of March, 2016; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Roger Gines
Signature

3/30/2016
Date

Resolution Number 03-16-16 was duly adopted.